

“Applying for Simple Permit Online”

The online services at <http://santaclaraca.gov/government/departments/community-development/building-division/permits/online-permit-and-inspection-2101> consist of simple permit, complex permit and inspection scheduling.

1. Create an online account

In order to use the City online services, you first need to create an online account by clicking the “Create an Account” button located on the left side of the screen. All fields with red text are required to be filled in. It should be noted that your new password must contain minimum of six (6) characters with at least one (1) number or special symbol.

The screenshot shows the 'Create an Account' page for the City of Santa Clara. The header features the city's name and a background image of a building under construction. On the left, a blue sidebar contains login options and a list of links: 'Online Permit Home', 'Disclaimer', 'Permit Center', 'City Home Page', and 'Help Information'. The main form area includes a 'Login Name' and 'Password' section, followed by a 'Log me In' button and links for 'Forgot User Name' and 'Forgot Password'. Below these is the 'Create an Account' button. The form itself contains several red-labeled fields: 'User Name' (with a green 'Name Available' status), 'Password' (with a note about character requirements), 'Confirm Password', 'Company Name', 'License No.', 'First Name', 'Last Name', 'Address', 'City', 'State' (a dropdown menu), 'Zip Code', 'Primary Phone', 'Mobile Phone', 'FAX Phone', and 'Email Address'. A 'Request Validation' checkbox is checked, with a note explaining its purpose. At the bottom, there is a 'Create New Account' button and a red-bordered box with the text: 'REMEMBER TO CHECK "REQUEST VALIDATION" IF YOU WANT TO SCHEDULE INSPECTION FOR YOUR ACTIVE PERMIT WHICH WAS NOT APPLIED FOR ONLINE'.

CITY OF SANTA CLARA California

Login Name:

Password:

Log me In

[Forgot User Name](#)

[Forgot Password](#)

[Create an Account](#)

Login to access existing applications and permits, manage inspections, access plan review comments, or create additional permits and applications for your account.

[Online Permit Home](#)

[Disclaimer](#)

[Permit Center](#)

[City Home Page](#)

[Help Information](#)

To create a new account for accessing your permit information online, please enter the following information and press the "Create New Account" button. **RED** are required values.

User Name: Contractor **Name Available**

Password: (min. of 6 characters with at least 1 number or special symbol)

Confirm Password:

Company Name:

License No.:

First Name: John

Last Name: Smith

Address: 1000 ABC St

City: Santa Clara

State: California

Zip Code: 95051

Primary Phone: 408-111-2222 (xxx-xxx-xxxx)

Mobile Phone: (xxx-xxx-xxxx)

FAX Phone: (xxx-xxx-xxxx)

Email Address: dtran@santaclaraca.gov

Request Validation: ☒ To add existing permits to your account, staff must validate your registration.

[Create New Account](#)

REMEMBER TO CHECK "REQUEST VALIDATION" IF YOU WANT TO SCHEDULE INSPECTION FOR YOUR ACTIVE PERMIT WHICH WAS NOT APPLIED FOR ONLINE

If you want to schedule inspection for an active permit which was not applied for online, you need to check “Request validation” box.

After verification of your information, the City staff will validate your registration. An email will be sent to you notifying that you can add any permit, which was not applied for online, to your account. After adding the permit to your online account, you can schedule inspections for that permit online.

In case you forgot your user name or password, please click on “Forgot User Name” or “Forgot Password” button located on the left side of the screen to acquire your user name or temporary password.

Online Permit Center - Windows Internet Explorer provided by City of Santa Clara

CITY OF SANTA CLARA California

Login Name:

Password:

Log me In

Forgot User Name

[Forgot Password](#)

[Create an Account](#)

[Login to access](#)

Enter the email address associated with the account and then click "Send User Name". An email containing the user name will be sent to the email address if associated with a valid user name.

Account Email Address:

[Send User Name](#)

Online Permit Center - Windows Internet Explorer provided by City of Santa Clara

CITY OF SANTA CLARA California

Login Name:

Password:

Log me In

[Forgot User Name](#)

Forgot Password

[Create an Account](#)

[Login to access](#)

Enter the email address associated with the account and then click "Reset Password". An email will be sent to the email address with instructions on how to reset your password.

Account Email Address:

[Reset Password](#)

After log-in to your account you can update or modify your personal information by clicking “Update Profile” button located on the left side of the screen. You can also change your password by clicking “Change Password” button.

CITY OF SANTA CLARA California

Logged in as:
David Tran

Log me Out

Account Home

Application w/Docs

Simple Permit

Inspection Request

Permit Home

Reports

Update Profile

Change Password

[Disclaimer](#)

[Permit Center](#)

[City Home Page](#)

[Help Information](#)

To update your account for accessing your permit information online, you can change the following information and press the "Update Account" button. **RED** are required values.

Company Name:

License No.:

First Name: David

Last Name: Tran

Address 1: 1500 Warburton Ave

City: Santa Clara

State: California

Zip Code: 95050

Primary Phone: 408-615-2436 (xxx-xxx-xxxx)

Mobile Phone: (xxx-xxx-xxxx)

FAX Phone: (xxx-xxx-xxxx)

Email Address: dtran@santaclaraca.gov

[Update Account](#)

2. Apply for Simple Permit

Note: Any projects that do not require plan check can be applied for online as “Simple Permit”. Please click on “Application for Simple Permit Without Design Drawing” button located on the “Online Building and Inspection Request” home page for a list of types of work to be issued a permit online.

Upon completing the online permit application and paying for the permit, you will receive an electronic copy of the Building Permit that must be posted on the job site.

The screenshot shows the City of Santa Clara's online permit application interface. At the top, the header reads "CITY OF SANTA CLARA California". Below the header is a navigation menu on the left with options: "Logged in as: David Tran", "Log me Out", "Account Home", "Application w/Docs", "Simple Permit", "Inspection Request", "Permit Home", "Reports", "Update Profile", "Change Password", "Disclaimer", "Permit Center", "City Home Page", and "Help Information". The main content area is titled "Online Building Permit" and features a banner image of a building under construction. The text below the banner states: "We are excited to offer online services to our customers starting July 5, 2011 and going paperless to help to create a more sustainable environment by saving travel time to the Permit Center, saving paper and cost of printing drawings, and making getting a building permit a much simpler process. The online process is exactly the same process at the Permit Center or by fax. The only difference is that you can apply and receive your permit at home or at your office any time including nights and weekends." Below this, it says: "Simply create an online account, have all your required documents for permit application available in electronic format, and have your credit card ready. You are on your way to submit your application wherever you are and any time of the day..." and "Please click the appropriate buttons below to start the online application and permit processes." There are two buttons: "Application for Simple Permits Without Design Drawing" and "Applications with Design Document". A red box with white text points to the first button, stating: "CLICK ON THIS BUTTON TO BEGIN APPLICATION FOR SIMPLE PERMIT". Below these buttons, the section "Plan Check and Inspection Request Services" is introduced, followed by a note: "An online account is required to view existing applications and permit status, to access plan review comments and redline drawings, and to schedule or cancel inspections. If you do not already have an account, please click on the 'Create an Account' button on the left to create an online account." and another note: "Note: Only the applicant, with the approved logon account and password, is able to view the plan review comments and redline drawings." At the bottom, it says: "If you have any problems or questions on using this online system, please contact our office at 408-615-2440."

CITY OF SANTA CLARA California

Logged in as:
David Tran
[Log me Out](#)

[Account Home](#)
[Application w/Docs](#)
[Simple Permit](#)
[Inspection Request](#)
[Permit Home](#)
[Reports](#)
[Update Profile](#)
[Change Password](#)
[Disclaimer](#)
[Permit Center](#)
[City Home Page](#)
[Help Information](#)

Online Building Permit

We are excited to offer online services to our customers starting July 5, 2011 and going paperless to help to create a more sustainable environment by saving travel time to the Permit Center, saving paper and cost of printing drawings, and making getting a building permit a much simpler process. The online process is exactly the same process at the Permit Center or by fax. The only difference is that you can apply and receive your permit at home or at your office any time including nights and weekends.

Simply create an online account, have all your required documents for permit application available in electronic format, and have your credit card ready. You are on your way to submit your application wherever you are and any time of the day...

Please click the appropriate buttons below to start the online application and permit processes.

[Application for Simple Permits Without Design Drawing](#) — **CLICK ON THIS BUTTON TO BEGIN APPLICATION FOR SIMPLE PERMIT**

[Applications with Design Document](#)

Plan Check and Inspection Request Services

An online account is required to view existing applications and permit status, to access plan review comments and redline drawings, and to schedule or cancel inspections. If you do not already have an account, please click on the "Create an Account" button on the left to create an online account.

Note: Only the applicant, with the approved logon account and password, is able to view the plan review comments and redline drawings.

If you have any problems or questions on using this online system, please contact our office at 408-615-2440.

The screenshot displays the City of Santa Clara's online permit center interface. On the left is a blue navigation sidebar with links such as "Logged in as: David Tran", "Log me Out", "Account Home", "Application w/Docs", "Simple Permit", "Inspection Request", "Permit Home", "Reports", "Update Profile", "Change Password", "Disclaimer", "Permit Center", "City Home Page", and "Help Information". The main header features the city logo and name. Below the header is a banner image of a building under construction. The central section is titled "Application for Simple Permits Without Drawing" and includes a breadcrumb trail: Introduction | Permit Applicant | Property | Permit Information | Declarations | Documents | Review. A paragraph explains that the system provides automated issuance of building permits for various projects without requiring plan checks or reviews, provided all required information is submitted. It also states that the permit expires if no inspection is requested within 180 days. Below this, it lists types of work for which online permits are issued, including replacement of water heaters/furnaces, repairs on gas/sewer/water lines, electrical service changes, outlet/fixture installation, re-roofing, and commercial/apartment/condo re-roofs. At the bottom, two callout boxes highlight the "<<< Back" button for returning to the previous page and the "Continue >>>" button for proceeding to the next page.

CITY OF SANTA CLARA California

Logged in as:
David Tran
Log me Out

Account Home
Application w/Docs
Simple Permit
Inspection Request
Permit Home
Reports
Update Profile
Change Password
Disclaimer
Permit Center
City Home Page
Help Information

Application for Simple Permits Without Drawing

[Introduction](#) | [Permit Applicant](#) | [Property](#) | [Permit Information](#) | [Declarations](#) | [Documents](#) | [Review](#)

As a convenience for our customers, the City of Santa Clara's online Permit Center provides for the automated issuance of building permits for a variety of projects that do not require plan checks or reviews. Upon completing the online permit application and paying for the permit, you will receive an electronic copy of the Building Permit that must be posted on the job site. Inspections will be required for all issued permits. Permit expires if a valid inspection is not requested within 180 days of permit issuance, or 180 days from the last valid inspection.

The City of Santa Clara Building Inspection Office allows issuance of an online permit for the following types of work:

- Replacement / Installation of water heaters and/or furnaces excluding tankless water heaters since plan check is required. [Handout](#)
- Repair on site gas, sewer, or water lines and re-pipes
- Residential electrical service change up to 200 amps at the same location [Handout](#)
- Replacement/Installation of outlets and fixtures
- Residential Re-roofing (when roof diaphragm is replaced and no plan check is required) [Handout](#)
- Re-roofs for commercial, industrial, and apartments and condos with flat roofs, will require plan(s) to be submitted. These type of projects can be submitted using 'Applications w/Docs'.

To start the application and purchase process, click the button to "Continue" below.

<<< Back Page 1 of 7 Continue >>>

CLICK BACK BUTTON TO GO BACK TO THE PREVIOUS PAGE

CLICK CONTINUE BUTTON TO GO TO THE NEXT PAGE

Online Permit Center - Windows Internet Explorer provided by City of Santa Clara

CITY OF SANTA CLARA California

Logged in as:
David Tran

[Log me Out](#)

[Account Home](#)

[Application w/Docs](#)

[Simple Permit](#)

[Inspection Request](#)

[Permit Home](#)

[Reports](#)

[Update Profile](#)

[Change Password](#)

[Disclaimer](#)

[Permit Center](#)

[City Home Page](#)

[Help Information](#)



Application for Simple Permits Without Design Drawing

[Introduction](#)
[Permit Applicant](#)
[Property](#)
[Permit Information](#)
[Declarations](#)
[Documents](#)
[Review](#)

Enter the following information about the person or organization that is submitting the application for a Building Permit. Items marked in **RED** are required values.

Applicant Type:	<input checked="" type="radio"/> Contractor <input type="radio"/> Owner	
Company Name:	<input type="text" value="ABC Heating and Cooling"/>	
Contr License #:	<input type="text" value="#809999 "/>	
First Name:	<input type="text" value="David"/>	
Last Name:	<input type="text" value="Tran"/>	
Address:	<input type="text" value="1500 Warburton Ave"/>	
City:	<input type="text" value="Santa Clara"/>	
State:	<input type="text" value="California"/>	
Zip Code:	<input type="text" value="95050"/>	
Primary Phone:	<input type="text" value="408-615-2436"/>	(xxx-xxx-xxxx)
Mobile Phone:	<input type="text" value=""/>	(xxx-xxx-xxxx)
FAX Phone:	<input type="text" value=""/>	(xxx-xxx-xxxx)
Email Address:	<input type="text" value="dtran@santaclaraca.gov"/>	

<<< Back

Page 2 of 7

Continue >>>

David Tran

Application w/ Docs

Inspection Request

[Permit Home](#)

Reports

Update Profile

Change Password

Permit Center

Permit Center

City Home Page

Help Information



Introduction	Permit Applicant	Property	Permit Information	Declarations	Documents	Review
--------------	------------------	----------	--------------------	--------------	-----------	--------

Introduction	Permit Applicant	Property	Permit Information	Declarations	Documents	Review
--------------	------------------	----------	--------------------	--------------	-----------	--------

Owner Address:	1450 Benton Street
-----------------------	--------------------

City: San Jose

State: California

Zip Code: 95050

Primary Phone: (xxx-xxx-xxxx)

Email Address:

Use the search by Address or Parcel # tabs below to locate the property that is related to your project. Once you have found the property, use the "Add" button on the property line to add it as the "Selected Property". You must select a property for the project.

Search by Address Search by Parcel # **You only need to enter a couple letters**

Search by Address Search by Parcel #

Street Number: 1450

Street Name:

Find Properties (Click 'Find Properties' to the left and then Click 'Add' below to select property)

You only need to enter a couple letters of the street name. Do not type "Street Type" such as Avenue, Street, etc.

	Street #	Street Name	Unit	Parcel #
Add	1450	BENTON ST		269 20 104

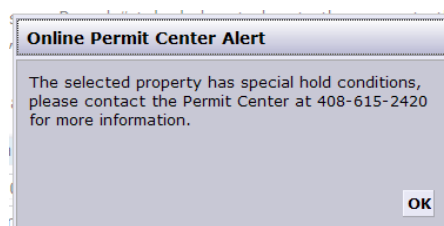
	Street #	Street Name	Unit	Parcel #
Delete	1450	BENTON ST		269 20 104

[<<< Back](#)

Page 3 of 7

Continue >>>

There may be “Special Hold” conditions on some properties or parcel because of historical significance, correction notices, expired permit, etc. The simple permit cannot be applied for online these properties. A window message will notify you to contact the Permit Center



Logged in as:

David Tran

Log me Out

Account Home

Application w/Docs

Simple Permit

Inspection Request

Permit Home

Reports

Update Profile

Change Password

Disclaimer

Permit Center

City Home Page

Help Information



Application for Simple Permits Without Design Drawing

Introduction | Permit Applicant | Property | **Permit Information** | Declarations | Documents | Review

Enter the following information to describe your project. Items marked in **RED** are required values.

Project Description: Service Upgrade

Enter the project description and select either "MEP Permit" or "Re-roof Permit"

Please select the desired type of permit below.

Note: A permit may contain Mechanical/Electrical/Plumbing items or be a Re-roof permit, not both. For Mechanical/Electrical/Plumbing items, select the **appropriate tab** to enter different item quantities.

☒ Mechanical/Electrical/Plumbing Permit

☐ Re-roof Permit

Building Permit

Enter the quantity number for Electrical, Mechanical, and Plumbing components in the fields below:

Electrical Items | Mechanical Items | Plumbing Items

Qty #

Outlets-switches-receptacles

Lighting fixtures (first 20 / add)

Signs and circuits

Appliances

Misc. apparatus / Power Panel

Temporary distribution system

Motors - 1 H.P.

Motors - 2-10 H.P.

Motors - 11-50 H.P.

Service - to 200A

1

Click on appropriate tab for your project to enter different item quantities.

Example:

- Select "Electrical Items" for "Service Upgrade"
- Select "Mechanical Items" for "New Furnace". It should be noted that furnace model is required.
- Select "Plumbing Items" for "Water Heater"

<<< Back

Page 4 of 7

Continue >>>

Re-roofing permit cannot be obtained online when one of the following conditions occurs:

- Three or more layers of existing roofing to remain on a roof. Only three layers are allowed on a roof, existing layers must be removed. OR
- Changing from existing "Asphalt Composition Single" to new "Clay-Concrete Tile". OR
- Cool roof is required.

CITY OF SANTA CLARA California

Logged in as:
David Tran
[Log me Out](#)

[Account Home](#)
[Application w/Docs](#)
[Simple Permit](#)
[Inspection Request](#)
[Permit Home](#)

[Reports](#)
[Update Profile](#)
[Change Password](#)

[Disclaimer](#)
[Permit Center](#)
[City Home Page](#)
[Help Information](#)

Application for Simple Permits Without Design Drawing

[Introduction](#) | [Permit Applicant](#) | [Property](#) | [Permit Information](#) | [Declarations](#) | [Documents](#) | [Review](#)

Enter the following information to describe your project. Items marked in **RED** are required values.

Project Description: Reroofing (E) 3000 Square Feet House

Please select the desired type of permit below.

Note: A permit may contain Mechanical/Electrical/Plumbing items or be a Re-roof permit, not both. For Mechanical/Electrical/Plumbing items, select the **appropriate tab** to enter different item quantities.

☐ Mechanical/Electrical/Plumbing Permit ☒ Re-roof Permit

Re-roofing Permit

Enter the information about your re-roofing project below (all information fields must be completed):

Existing roof type: Asphalt Comp

Number of layers of existing roofs: 1

Number of layers of existing roofs to be removed: 0

Number of squares for re-roof: 30 [What is this?](#)

New roof type: Asphalt Comp

New roofing material weight (lb/ft2): 2

Is Cool Roof Required: ☐ Yes ☒ No [What is this?](#)

Deck/sheathing type: Plywood

Project Valuation: 8,000

Note: further info maybe required if roof type changed.

CLICK ON THIS LINK FOR MORE INFO ABOUT COOL ROOF REQUIREMENTS

[<<< Back](#) Page 4 of 7 [Continue >>>](#)

Logged in as:

David Tran

[Log me Out](#)[Account Home](#)[Application w/Docs](#)[Simple Permit](#)[Inspection Request](#)[Permit Home](#)[Reports](#)[Update Profile](#)[Change Password](#)[Disclaimer](#)[Permit Center](#)[City Home Page](#)[Help Information](#)**Application for Simple Permits Without Design Drawing**[Introduction](#) [Permit Applicant](#) [Property](#) [Permit Information](#) [Declarations](#) [Documents](#) [Review](#)

Please review each of the Declaration tabs below and complete the information on each tab that applies to your project. After completing all applicable tabs, fill in the information below to certify that the information entered on each tab is correct:

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes.

Contractor Declarations**LICENSED CONTRACTORS DECLARATION**

I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

LICENSE CLASS: C20**LICENSE NO.:** 809999**DATE OF EXPIRATION:** Jun 27, 2012**DECLARANT NAME:** David Tran☒ I certify that the above information is correct.**CITY OF SANTA CLARA BUSINESS LICENSE INFORMATION****BUSINESS LICENSE NO.:** 112233**EXPIRATION DATE:** May 31, 2012**CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE**

This section need not be completed if the permit is for one hundred dollars (\$ 100) or less of Value or work done.

I hereby affirm, under the penalty of perjury, that in the performance of the work for which this permit is issued I shall not employ any person in any manner so as to become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those sections.

DECLARANT NAME:☒ I certify that the above information is correct.**NOTICE TO APPLICANT:** If, after making this Certificate of Exemption, you should become subject to the

<<< Back

Page 5 of 7

Continue >>>

EXEMPTION FROM WORKER'S COMPENSATION INSURANCE IS NOT ALLOWED FOR RE-ROOFING**WORKER'S COMPENSATION DECLARATION**

☐ I have and will maintain a Certificate of Consent to self-insure for Worker's Compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

☒ I have and will maintain Worker's Compensation Insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

POLICY NO.: A09111111**CARRIER:** ABC Compensation**CONTRACTOR:** David Tran☒ I certify that the above information is correct.

<<< Back

Page 5 of 7

Continue >>>

Note: For service upgrade, the contractor is required to complete “Service Acknowledgement” on the second tab next to “Contractor Declarations”.

Online Permit Center - Windows Internet Explorer provided by City of Santa Clara

CITY OF SANTA CLARA


California

Logged in as:
David Tran
Log me Out

Account Home
Application w/Docs
Simple Permit
Inspection Request
Permit Home

Reports
Update Profile
Change Password

Disclaimer
Permit Center
City Home Page
Help Information



Application for Simple Permits Without Design Drawing

Introduction | Permit Applicant | Property | Permit Information | **Declarations** | Documents | Review

Please review each of the Declaration tabs below and complete the information on each tab that applies to your project. After completing all applicable tabs, fill in the information below to certify that the information entered on each tab is correct:

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes.

Contractor Declarations | **Service Acknowledgement**

THE CITY OF SANTA CLARA
SILICON VALLEY POWER

COMMERCIAL / INDUSTRIAL / RESIDENTIAL ELECTRICAL SERVICE ACKNOWLEDGEMENT

Welcome to Silicon Valley Power (SVP), the City of Santa Clara's Municipal Electric Utility. When installing a new electrical service, modifying or upgrading an existing electrical service, adding electrical load in an existing facility, or renting/leasing an existing commercial/industrial building, please contact SVP before starting work.

1. Please read and sign this sheet, fill out the attached SVP Load Survey and Information sheet Form ED 205-1 for Commercial and Industrial or Form ED 205-2 for Residential, and submit this sheet and the load survey sheet to SVP. No work on your project can be scheduled until this completed form is received.
2. For overhead service, the attached SVP Engineering Standard OH 550, sheets 1 through 4 latest revisions are applicable. Please retain these sheets for your reference and use.
3. For underground service, the requirements are covered in SVP's Engineering Standard UF 1000 latest revisions.
4. The SVP Design Section will determine the location of the overhead service drop, the underground service lateral connection point, and the specific metering requirements.
5. Customers requesting service at primary voltage (12kv) shall submit a protection coordination study to the SVP Planning Section for coordination requirement.
6. SVP will be pleased to advise you in other requirements you may have concerning your service installation. Please call at (408) 261-5343.

<<< Back

Page 5 of 7

Continue >>>

The contractor shall submit a copy of “Santa Clara Business License” and/or “Worker’s Compensation Insurance Certificate” to the online portal. It is the contractor’s responsibility to provide a valid and current copy of these documents. Upon simple permit issuance online, the copy of the “Santa Clara Business License” and/or “Worker’s Compensation Insurance Certificate” will be saved in the City permit tracking system (Tidemark). The permit staff will verify this information. The permit will be invalidated if the “Santa Clara Business License” or “Worker’s Compensation Insurance Certificate” is expired or invalid.

- Click on the “Add Documents to this permit” button. A new “Add Plan Review Documents” will be opened.
- Click on the “Browse” button to choose files to upload
- Select appropriate “Document Type”
- “Click Add Document” button. After document has been uploaded, you can add another document if applicable. After all required documents have been added, click the close button at the upper right corner of the “Add Plan Review Documents” screen to exit.
- A message window appears stating that “Your documents have been uploaded.”

Online Permit Center - Windows Internet Explorer provided by City of Santa Clara

CITY OF SANTA CLARA California

Logged in as:
David Tran
[Log me Out](#)

[Account Home](#)
[Application w/Docs](#)
[Simple Permit](#)
[Inspection Request](#)
[Permit Home](#)

[Reports](#)
[Update Profile](#)
[Change Password](#)

[Disclaimer](#)
[Permit Center](#)
[City Home Page](#)
[Help Information](#)

Application for Simple Permits Without Design Drawing

[Introduction](#) | [Permit Applicant](#) | [Property](#) | [Permit Information](#) | [Declarations](#) | [Documents](#) | [Review](#)

This section contains a list of all the documents submitted with the application and a section for adding documents to the application. You can submit any other pertinent documentation needed for the full review of your application.

Contractors must include copies of the following documents with the Permit Application:

- Worker's Compensation Insurance Certificate
- Santa Clara Business License

Use the following field to enter the name of the document to be submitted with your application. You can use the "Browse" button to locate the document on your system and put the name and path of the document in the "Document Name" field. Once the document is entered in the "Document Name" field, click the "Add Document" button to add the document to the list of documents to be sent with your application.

[Add Documents to this permit](#)

Document Name	Description	Delete
---------------	-------------	--------

Add Documents [Close]

Document Name: C:\Documents and Settings\dtran\Desktop\workers-comp-ins-c [Browse...]

Note: Only Adobe PDF and Word DOC files can be uploaded.

Document Type: Workers compensation Insurance certificate [v]

[Add Document]

Uploaded file list:
C:\Documents and Settings\dtran\Desktop\Santa Clara Business License.pdf

Upload complete. Click 'Add Document' for additional document. Click 'Close' to close the Add Documents window when finished adding all documents.

On the Review tab, you can review the “Contact Information”, “Project Description”, “Fee Summary” and “Project Property”. If all information shown on the review page is correct, you can click “Save Application” button. After saving the application, it will be listed in the “Checkout” tab. **Applications that are saved without payment for more than a week will be deleted from the system.**

The following options are available at “Checkout” tab

- Click “Edit” button to modify the submitted information prior to payment
- Click “Delete” button to cancel the saved application
- Click “Copy” button to duplicate the submitted application.
- Click “Checkout” button to pay for the submitted application.

CITY OF SANTA CLARA California

Logged in as: David Tran
[Log me Out](#)

[Account Home](#)
[Application w/Docs](#)
[Simple Permit](#)
[Inspection Request](#)
[Permit Home](#)

[Reports](#)
[Update Profile](#)
[Change Password](#)

[Disclaimer](#)
[Permit Center](#)
[City Home Page](#)
[Help Information](#)

Active Permits | Open Applications | **Checkout**

Unpaid Permits and Applications

This section contains all Permits and Applications that have not been paid for and submitted. To delete an application, click the "Delete" button next to the edit button. To duplicate another application, click "Copy" below. To pay for the listed items, click the "Checkout" button to the right.

	Prmt/App#	Amount Due	Application #	Status	Address
Edit Delete Copy	Permit	\$172.40	25186	Payment Due	1450 BENTON ST

Checkout

CLICK ON THESE BUTTONS TO EDIT, DELETE OR COPY THE SUBMITTED APPLICATION

CLICK ON THIS BUTTON TO PAY FOR THE SUBMITTED APPLICATION

3. Apply for Multiple Simple Permits

Sometimes, the contractor would like to apply for the same type of simple permit for many properties. For example, applying for new water heater for 4 units in an apartment complex. This can be done easily by using the “Copy” option at the “Checkout” tab.

- First, complete simple permit application for one property.
- Then, click on the “Copy” button at the Checkout tab to copy the similar permit work information or owner/property information to the new permit application.
- Review or edit the information on each tab as required for new permit and save application

The screenshot displays the City of Santa Clara online permit application interface. The header shows the city name and a banner image of a building under construction. The left sidebar contains navigation links: 'Logged in as: David Tran', 'Log me Out', 'Account Home', 'Application w/Docs', 'Simple Permit', 'Inspection Request', 'Permit Home', 'Reports', 'Update Profile', 'Change Password', 'Disclaimer', 'Permit Center', 'City Home Page', and 'Help Information'. The main content area features a large image of a building under construction. Below the image, a text box explains the 'Copy' option: 'The Copy option will create a new Simple Permit based on the item you selected. The following information will be copied to the new Simple Permit:'. This is followed by two sections: 'Required Copy Information' and 'Optional Copy Information'. The 'Required Copy Information' section includes three checked items: 'Permit to be copied: 25186 - 1450 BENTON ST', 'Applicant Information', and 'Declaration Information'. The 'Optional Copy Information' section includes two checked items: 'Permit Work Information' and 'Property and Owner Information'. A red box highlights the first three items with the text: 'APPLICANT INFORMATION, DECLARATION INFORMATION AND UPLOADED DOCUMENTS ARE AUTOMATICALLY COPIED FROM THE PREVIOUS SUBMITTED APPLICATION'. Red lines connect the 'Applicant Information' and 'Declaration Information' items to this box. Another red line connects the 'Permit Work Information' item to the text: 'CHECK THIS IF THE TYPE OF WORK IS THE SAME'. A third red line connects the 'Property and Owner Information' item to the text: 'CHECK THIS IF THE PROPERTY AND OWNER INFORMATION IS THE SAME'. At the bottom, there are two buttons: 'Start Copy' and 'Cancel'.

Required Copy Information

- ☒ Permit to be copied: 25186 - 1450 BENTON ST
- ☒ Applicant Information
- ☒ Declaration Information
- ☒ All uploaded documents

Optional Copy Information

- ☒ Permit Work Information
- ☒ Property and Owner Information

APPLICANT INFORMATION, DECLARATION INFORMATION AND UPLOADED DOCUMENTS ARE AUTOMATICALLY COPIED FROM THE PREVIOUS SUBMITTED APPLICATION

CHECK THIS IF THE TYPE OF WORK IS THE SAME

CHECK THIS IF THE PROPERTY AND OWNER INFORMATION IS THE SAME

Start Copy Cancel

3. Checkout

- The permit fee of the submitted application has to be paid online by clicking the "Checkout" button.
- Select the items to be paid by clicking the small box in the "Pay" column and click "Continue" button.
- Pay by credit card is the only online payment method for simple permit. Click "Proceed to Payment" button to input your credit card information

CITY OF SANTA CLARA California

Logged in as:
David Tran
[Log me Out](#)

[Account Home](#)
[Application w/Docs](#)
[Simple Permit](#)
[Inspection Request](#)
[Permit Home](#)

[Reports](#)
[Update Profile](#)
[Change Password](#)

[Disclaimer](#)
[Permit Center](#)
[City Home Page](#)
[Help Information](#)

Summary
Please review the items to be paid for and select the "Pay" column for each item to be included in this payment. When all items to be paid are selected, click the "Continue" button below.

Total Fees Selected: \$

Pay	Type	Amount Due	Address	Description
<input checked="" type="checkbox"/>	Permit	\$172.40	1450 BENTON ST	Re-roofing (E) 3000 square feet House

CHECK THIS BOX TO PAY FOR THE PERMIT AT 1450 BENTON ST. AND CLICK "CONTINUE" BUTTON

[<<< Account Home](#) [Continue >>>](#)

CITY OF SANTA CLARA California

Logged in as:
David Tran
[Log me Out](#)

[Account Home](#)
[Application w/Docs](#)
[Simple Permit](#)
[Inspection Request](#)
[Permit Home](#)

[Reports](#)
[Update Profile](#)
[Change Password](#)

[Disclaimer](#)
[Permit Center](#)
[City Home Page](#)
[Help Information](#)

Summary **Payment**
Please select the desired payment method below.

Note: The detail receipt and any permits will be emailed to the currently logged in user's email address. The summary receipt for credit card payments will be sent to the email address entered on the credit card payment screen.

☒ Pay by Credit / Debit Card

Once you receive payment confirmation: your receipt will be generated, application(s) / permit(s) are added to the City system, emails sent, and then the receipt window will be displayed for your purchase. **After "Payment Confirmation" is received, wait for the Receipt window to be displayed (up to one minute.)**

You have selected to purchase the following items:

Permit(s): 1 Applications(s): 1

If this is correct, click the "Proceed to Payment" button below. If you want to change your selections, click the "Summary" tab above to return to the item selection screen.

[Proceed to Payment](#)

After the payment process is complete, a copy of payment receipt and permit card will be shown online. You can print these copies or save them to your computer. Also the same copy of payment receipt and permit card will be sent to your email account.

Logged in as:
David Tran

Log me Out

Account Home

Application w/Docs

Simple Permit

Inspection Request

Permit Home

Reports

Update Profile


Change Password

Disclaimer

Permit Center

City Home Page













Help Information



Receipt | Permits

Save or print your receipt and any permits shown on the Permits tab (if you purchased Simple Permits).

When finished, click "**Account Home**" or "**Log Me Out**" to complete your purchase process. Click "**Account Home**" at the left column prior to making Inspection request.



Comment | Share

City of Santa Clara
Building Inspection Offices
Phone: (408) 615-2420
FAX: (408) 241-3823

Date: 06/20/2011
Order #: 391

Receipt

ABC Heating and Cooling
David Tran
1500 Warburton Ave
Santa Clara, CA 95050

Phone: 408-615-2436

Type	App / Permit #	Address
Permit	BLD2011-22647	1450 BENTON ST
Building Permit		\$177.60
Building Fee		\$1.00
Seismic (Residential)		\$0.80
Total Amount Paid for this Item:		\$172.40

Logged in as:
David Tran

Log me Out

Account Home

Application w/Docs

Simple Permit

Inspection Request

Permit Home

Reports

Update Profile


Change Password

Disclaimer

Permit Center

City Home Page

Help Information



Receipt | Permits

Save or print your permits and your receipt shown on the previous tab.

When finished, click "**Account Home**" or "**Log Me Out**" to complete your purchase process. Click "**Account Home**" at the left column prior to making Inspection request.

Permit expires if work is not started within 180 days of permit issuance, or 180 days from last inspection.		PERMIT NUMBER BLD2011-22647
CITY OF SANTA CLARA - BUILDING INSPECTION DIVISION Permit Center number: 408-615-2420; Fax number: 408-241-3823		DATE OF APPLICATION 6/20/11
JOB ADDRESS: 1450 BENTON ST		PERMIT VALIDATION TYPE X BLDG. ELEC. PLB.G. MECH.
APPLICANT ABC Heating and Cooling		PROJECT VALUATION \$8,000
PHONE NO. 408-615-2436		RE- ROOF(SQ) 30
PROPERTY OWNER Lee		ROOF TYPE ASPLT
PHONE NO. 408-123-4567		FURNACE MODEL#
1450 Benton Street Santa Clara, CA 95050		JOB DESCRIPTION Re-roofing (E) 3000 square feet House
CONTRACTOR David Tran		
1500 Warburton Ave Santa Clara, CA 95050		
PHONE NO.: 408-615-2436		
ONLINE PERMIT APPLICATION BUILDING - ELECTRICAL - PLUMBING - MECHANICAL		
QTY ELECTRICAL PERMIT PERMIT TOTAL (min. \$50.00)	FEE	QTY PLUMBING PERMIT PERMIT TOTAL (min. \$50.00)